



Classified School Employee Summer Assistance Program  
**2022/23 Reduction/Cancellation Form**

- **Between June 1 and September 29, 2022** you may, as a participant of the 2022-23 CSESAP, reduce or cancel your elected deduction amount.
- **After September 29, 2022**, you may no longer modify your deduction and are only allowed cancellation due to hardship, in which case all funds deducted will be returned and you will no longer qualify for the state-matched funds.
- **When you have completed this form**, please submit electronically to the SDUSD Payroll Department at: **payroll@sandi.net**

**Section A. Employee Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employee ID: \_\_\_\_\_

**Section B. Employee Election to Reduce or Cancel Deduction (choose one):**

**Reduction:**

By making this selection I declare that I elect to reduce my monthly deduction amount. I understand that a reduction in my monthly payment will result in a corresponding reduction of state-match funds.

I would like to reduce my monthly deduction amount to \$ \_\_\_\_\_

**Cancellation:**

By making this selection I declare my intent to cancel my participation in the 2022-23 CSESAP program. I understand that any deductions toward this program that have been made will be returned to me and that I will no longer qualify for state-match funds.

**With submission of this form, I am notifying my employer of the above stated changes in my CSESAP participation for 2022-23.**

Employee Signature

Date

**Additional information regarding the CSESAP is available online:**

- CA Department of Education (CDE) webpage: <https://www.cde.ca.gov/fg/aa/ca/csesap.asp>.
- CDE CSESAP FAQ webpage: <https://www.cde.ca.gov/fg/aa/ca/csesapfaqs.asp>
- SDUSD webpage: <https://staff.sandiegounified.org/departments/payroll/csesap>